

**The Greater Newark HUD Tenants Coalition
944 Broad St. 3rd Fl
Newark, New Jersey
07102**

TENANTS ASSOCIATION ANNUAL TRAINING



**" R O B E R T ' S
R U L E S
O F
O R D E R "**

WHAT IS A MOTION?

ANSWER

A RECOMMENDATION MADE BY A MEMBER
OF THE TENANT ASSOCIATION FOR THE
ENTIRE COALITION TO CONSIDER AND
POSSIBLY TAKE ACTION.

You're bright ideas!

What is the Process of a Motion?

1. **Recognition:**

Get the Chairperson's attention and permission before speaking.

2. **Make the Motion:**

Offer your recommendation to the rest of the members by saying: "I (your name), move that (what you want to recommend goes here)." All motions must be stated in the "alternative"; never make a motion that calls for "do not". If the majority of the members do not like a motion (recommendation), they can always vote "no" and defeat the motion.

3. **It Must Be Seconded:**

Another member must approve your suggestion before all of the members can consider it. To support your idea, another member should say, "I (your name) second the motion." Your motion cannot be discussed until it is seconded.

4. **Clearly State the Motion:**

The Recording Secretary records the motions exactly as "Mover" states it and the Chairperson puts the motion in words that everyone can understand and then states it loud enough to be heard: "It has been moved that (and the Chairperson restates the motion here)."

5. **Discussion:**

The motion now belongs to the organization. It can not be rescinded or "taken back" by the Maker or the Seconder. The Chairperson invites members who are for and against the motion to discuss by asking the person who made the motion to support it. A Chairperson cannot offer his or her opinion on a motion unless he/she leaves the "chair" by having another office temporary take their place. The discussion ends when all members have had amble time to thoroughly talk about the motion and the Chairperson prepares the members for voting by having the Recording Secretary restate the motion.

6. **THE VOTE IS TAKEN:**

The Chairperson states the issue before calling for a vote. Voting can be by several methods:

- A. Vote by Written Ballot.
- B. Vote by Voice
- C. Vote by a show of Hands or Standing Up.

7. **The Results:**

The Chairperson announces whether or not the Motion has been approved or defeated by reporting the outcome.

GLOSSARY:

The following terms are used in connection with formal meetings and knowledge of their use will be helpful in understanding parliamentary procedures.

Particular attention should be given to the term "motion", as this is a very important part of parliamentary procedure and should be thoroughly understood by all committee members.

ABSTAIN ^{verb} Not voting one way or the other on a motion.

ADJOURN ^{verb} To end the meeting.

ADOPT ^{verb} To approve or accept.

APPOINT ^{verb} To assign a person to a job or position.

CAUCUS ^{verb} A meeting of organization leaders in order to discuss policy, candidates and/or plans. Or a meeting of a special interest group or power group.

CHAIR ^{verb} Position held by chairperson or leader of group.

COMMITTEE ^{verb} A small group that studies, reports on, and recommends part of the organization's group.

DEBATE ^{verb} Argument or discussion of something that is open to question.

GENERAL CONSENT ^{verb} A silent, unanimous vote. If even one member objects, the motion must be voted on.

MAJORITY OPINION ^{verb} The decision of at least one-half of the voting members of a group or committee.

MINUTES ^{verb} Official record of a meeting.

NOMINATE ^{verb} To recommend, a person for election. (Nominations do not require a second.)

MOTION ^{verb} A motion is really an idea, usually about something a member wants the Committee or the Local Board of Education to do, which is expressed formally so that every member knows what is being proposed and can vote for or against the motion. A member obtaining the floor makes a motion and saying, "I move that..." and then stating the action he proposed to have taken.

Glossary Continued

<u>PENDING</u>	^{esp} Undecided; still before the group.
<u>PETITION</u>	^{esp} A formally drawn request, often bearing the names of a number of people, which is addressed to a person, or a body of persons in power, soliciting some sort of right or favor or other benefit.
<u>POINT OF ORDER</u>	^{esp} A motion that asks the chairperson to say whether the meeting or part of it is being conducted properly.
<u>QUESTION</u>	^{esp} another name for motion.
<u>QUORUM</u>	^{esp} The minimum number of members who must be present for a legal, official meeting and for conducting business or taking action on agenda items.
<u>RESCIND</u>	^{esp} To take back; withdraw.
<u>RESOLUTION</u>	^{esp} A policy statement or an expression of opinion or position of an organized society.
<u>SECOND</u>	^{esp} A sign from at least one other voting member of the committee who thinks a motion should be considered, and is willing to second it so that it can be.
<u>SPECIAL COMMITTEE (or Ad Hoc)</u>	^{esp} A committee that is appointed or elected to handle only specific thing; a temporary committee.
<u>SUB-COMMITTEE</u>	^{esp} A smaller committee formed within a committee.
<u>TABLE</u>	^{esp} To put off discussion or vote on a motion to a later time or to another meeting.
<u>UNANIMOUS VOTE</u>	^{esp} When everyone votes the same way.
<u>VETO</u>	^{esp} To disapprove an action taken by a governing body; unusually reserved for the presiding officer if there is a separation of power between the executive branch and legislative branch of the governing body.

PARLIAMENTARY PROCEDURE'S

Exercise——"Motions, Quorums, Majorities"

SITUATION #1:

The Tenants Association is having a meeting with a very long agenda and someone decides to end the meeting. The member is recognized by the Chairperson and the member says: "I think we should end the meeting and do this other business at our next meeting." The Chairperson says: "I think you're right and this meeting is adjourned."

1. Explain what is wrong with this situation.
2. What is the solution or what should have happened?
3. If a vote is required, how many votes are needed to pass the motion?

SITUATION #2

A motion is on the floor to send one delegate to the NATIONAL ALLIANCE OF HUD TENANTS COALITION annual conference. Some members of the Tenants Association think that three delegates should be sent. What should those members do to try to change the motion?

1. Explain what is wrong with this situation?
2. What is the solution or what should have happened?
3. If a vote is required, how many votes are needed to pass the motion?

SITUATION #3

A motion has been made and the Chairperson is interested in this motion and declares his/her intention to vote on the motion. The vote, without the Chairperson's vote is 23 "yes" and 23 "no". If the Chairperson votes "YES" what happens to the motion?

If the Chairperson votes "NO", what happens to the motion?

What happens if the vote, before the Chairperson votes, is 23 "YES" and 24 "NO". The Chairperson votes "Yes".

What if the Chairperson votes "NO"?

1. Explain what is wrong with this situation?
2. What is the solution or what should have happened?
3. If a vote is required, how many votes are needed to pass the motion?

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PARLIAMENTARY PROCEDURES

Glossary of Terms Used in Parliamentary Procedures

<u>Abstention:</u>	☞ Not voting; an abstention is not a "Yes" vote or a "No" vote.
<u>Ad Hoc Committee</u>	☞ A special committee formed for the express purpose of discussing One special or particular matter or organizing a special activity, Afterward it is disbanded.
<u>Adjourn</u>	☞ When a member proposes to close the meeting and it is approved by the organization.
<u>Agenda</u>	☞ A listing of items to be attended to or action taken at a meeting.
<u>Appeal the decision of the Chair</u>	☞ When a members asks the organization to make a final decision regarding a parliamentary procedure which was previously left to the Chairman to decide.
<u>Ballot</u>	☞ A piece of paper, which is used by members of the Organization to Vote on motions called for by "secret ballot", "written ballot", ect.
<u>Bylaws</u>	☞ The document(s) which contain its own basic rules relating principally to itself as an organization.
<u>Call for the Question</u>	☞ An informal request to end debate and vote on the motion. If any Member objects, discussion continues until a motion to "Move the Question" is made or until all members have said everything they want.
<u>Chairman (Chairperson) President</u>	☞ The presiding officer of a meeting (this person does not actually Need to be the officially designated officer of the organization).

PARLIAMENTARY PROCEDURES

Glossary of Terms Used in Parliamentary Procedures "Continued"

<u>Division of a Question</u>	^{RP}	If a main motion has two or more parts which are capable of standing as separate questions, the organization can vote to treat each question separate.
<u>Exofficio Member</u>	^{RP}	A member of an organization, with all the rights of full membership (except maybe voting), who holds that membership exclusively because of the position he/she holds.
<u>General Consent</u>	^{RP}	Where there appears to be no opposition in routine business, no vote is necessary and the Chairman announces the business is approved by "General Consent". (If any members objects, a formal vote must be taken to approve the item).
<u>Majority Vote</u>	^{RP}	The basic minimum requirement of votes for approval of an action item on the agenda. (If this number is not a whole number, i.e., 12.33, 23.5, 134.75, ect., the number is rounded upward to the next whole number to determine what number is required for approval.)
<u>Minutes</u>	^{RP}	The recording of the actions of a meeting in a summarized fashion. Verbatim (exact) recording should never occur unless an extraordinary item needs to have all discussion for possible future historic or judicial reasons. A motion must be made to record the minutes verbatim.
<u>Motion</u>	^{RP}	The method of bringing business before an organization by a member of the organization.
<u>Open Forum</u>	^{RP}	A time designated in the beginning of each meeting for both Members and the general public to address the organization on any non-agenda item.

**THE GREATER NEWARK HUD TENANTS COALITION ANNUAL TRAINING
PARLIAMENTARY PROCEDURES**

**Glossary of Terms Used in Parliamentary Procedures
"Continued"**

<u>Order of Business</u>	EB	The order in which Business is conducted during a meeting (the same as "Agenda").
<u>Order of The Day</u>	EB	The order in which business is conducted during a meeting (the same as "Agenda").
<u>Point of Information</u>	EB	A request, directed to the Chairman, for information important to the business at hand.
<u>Point of Order</u>	EB	A request, directed to the Chairman, for the business of the meeting to be conducted and to enforce the rules of the organization.
<u>Parliamentarian</u>	EB	An individual who advises the Chairman and members of an organization on matters of parliamentary procedure.
<u>Plurality Vote</u>	EB	The largest number of votes to be given an candidate or proposition when three or more choices are possible. (This is different from a "Majority Vote" and this number will always be a whole number.)
<u>Proxy Vote</u>	EB	When one member gives another member written permission to vote for that member during their absence from the meeting. (This is only allowed when expressly stated in the Bylaws.)
<u>Quorum</u>	EB	The minimum number of members who must be present at the meeting of an organization for business to be legally conducted.
<u>Question of Privilege</u>	EB	A method allowed for a member to interrupt pending business to state an urgent request or motion, for example; it's too cold or to hot; there's too much noise and the numbers can't hear, the member must leave the meeting for personal reasons, ect.)

PARLIAMENTARY PROCEDURES

Glossary of Terms Used in Parliamentary Procedures "Continued"

<u>Recess</u>	RP	A short intermission within a meeting which does not end the Meeting and after which business is immediately resumed where it left off before recess was called.
<u>Roll Call</u>	RP	The calling of each member's name to verify their attendance and to determine if a quorum is present.
<u>Seconding a Motion</u>	RP	When another member announces their desire to bring a motion to the organization for discussion; this member can not be the same as the person making the motion.
<u>Sergeant-at Arms</u>	RP	A member of the organization who assists the Chairman in preserving order at the meeting.
<u>Tie Vote</u>	RP	An equal number of "Yes" votes and "No" votes. (The Chairman may vote to (1) Make a Tie Vote or (2) Break a Tie Vote.)
<u>Two Thirds Vote:</u>	RP	The expressed approval of at least two-thirds of those present and voting. (If this number is not a whole number, i.e., 12.33, 23.5, 134.75, etc., the number is rounded upward to the next whole number is required for approval.)
<u>Unanimous Vote</u>	RP	When every member present and who votes indicates a "Yes" vote or when every member present and who votes indicates a "No" vote. The vote can either be "unanimously defeated".
<u>Yielding the Floor</u>	RP	When a member finishes speaking and the Chairman is free to recognize another member to speak.